

Purchasing Methods Flow Chart

Amount of Contract is \$5000 or Less

Yes

No

No competitive process.
Follow TSB requirements,
as applicable.

Less than \$50,000

Yes

No

1. Identify 3 bidders
2. Prepare solicitation document
3. Post notice to TSB
4. Issue solicitation document with date to respond
5. Document date/time of receipt of response
6. Evaluate responses
7. Select contractor(s)
8. Issue notice of intent
9. Prepare contract for negotiation
10. Acquire signatures following the appeal period
11. Document the entire selection & award process.

1. Document a detailed need statement (describe what you are trying to accomplish).
2. Draft the RFP.
3. Coordinate review of the draft RFP with agency staff.
4. Develop a schedule for the RFP.
5. Make arrangement for the vendors' conference, if there is one.
6. Prepare legal notice of forthcoming RFP and publish in newspapers.
7. Compile mailing list.
8. Complete final RFP document.
9. AG review, if needed.
10. Select RFP evaluators.
11. Draft scoring sheets to be used by evaluators.
12. Issue the RFP to all interested parties.
13. Document all telephone and written inquiries regarding the RFP.
14. Prepare agenda for the vendor conference. Include any questions regarding the RFP asked to date.
15. Conduct vendor conference (used for more complex procurements).

16. Send addendum to the RFP including questions and answers from the vendor conference.
17. Accept proposals until deadline for submission.
18. Determine responsiveness of proposals.
19. Evaluate proposals and make award determination.
20. Obtain internal agency review and approvals for award.
21. Announce apparent successful contractor.
22. Notify unsuccessful proposers.
23. Negotiate contract.
24. Conduct debriefing conferences, if requested.
25. Finalize contract document.
26. Complete and submit any required forms.
27. Sign contract and begin work.